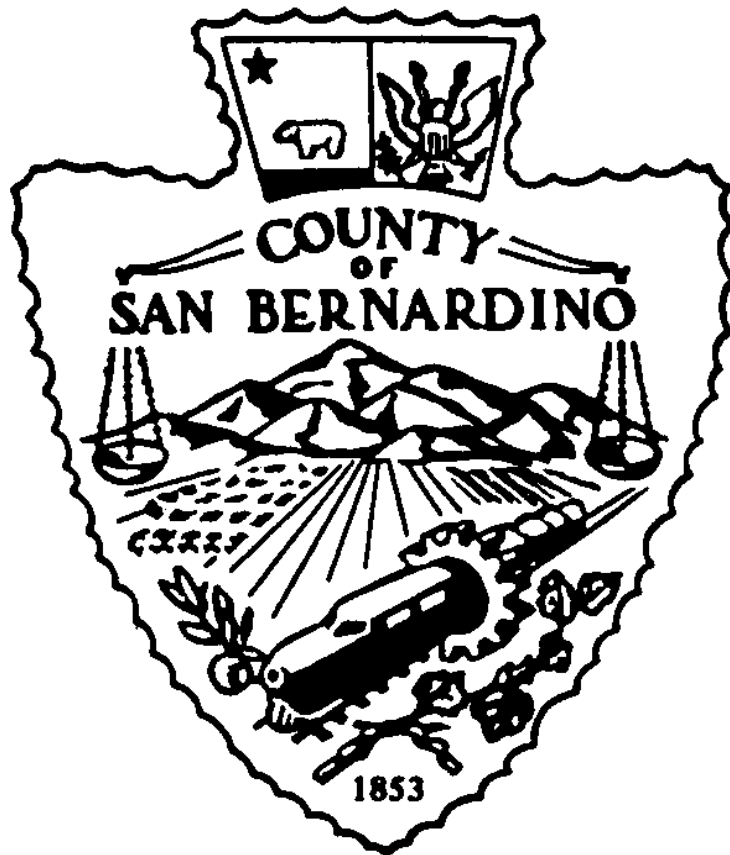


Record keeping

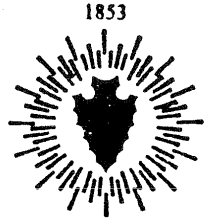


INTEROFFICE MEMO

DATE September 5, 1990

PHONE 386-8620

FROM PAMELA H. THOMPSON, Risk Manager
Risk Management Division, Human Resources



County of San Bernardino

TO ASSISTANT ADMINISTRATIVE OFFICERS
DEPARTMENT HEADS AND DIRECTORS OF
BOARD-GOVERNED SPECIAL DISTRICTS

SUBJECT MANDATED RECORD KEEPING, OCCUPATIONAL INJURIES AND ILLNESSES

This is to advise that *California Code of Regulations, Title 8, General Industry Safety Orders, Sections 14301 and 14304* mandates specific requirements about form, maintenance, retention and location of employee injury and illness records.

Cal/OSHA is aggressively enforcing these regulations at County facilities. Their inspection frequency is also increasing. Employee illness/injury logs and supplementary documents are usually the first item of examination during an on site Cal/OSHA inspection. The condition of these logs frequently establishes the atmosphere for an inspection.

NEW PROCEDURE:

Effective September 10, 1990 and monthly thereafter, Risk Management will provide each County department a year-to-date list of its Occupational Injuries and Illnesses separated by departmental organizational codes.

1. Each department must designate a supervisory or management person responsible for ensuring distribution to all individual operating facilities (branch offices, substations, yards, etc.).
2. A responsible individual at each operating facility must then maintain the following logs and supplementary information:
 - A. The facility address must be printed or typed in the upper left hand corner of each page of the list directly beneath the facility name.
 - B. Monthly year-to-date logs are to be kept in a file entitled "OSHA 200." Cumulative reports must be replaced each month with the most recently received report. Outdated monthly cumulative reports are to be destroyed.
 - C. Logs must be audited each month against retained copies of "Employers Report of Occupational Injury or Illness" to assure that all occupational injuries, illness and associated data are included on the log.
 - D. Log errors and omissions are corrected by submitting a corrected "Employers Report of Occupational Injury or Illness" to Risk Management.

MANDATED RECORD KEEPING, OCCUPATIONAL INJURIES AND ILLNESSES

August 28, 1990

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- E. Year-to-date cumulative logs received each January will reflect all occupational injuries and illnesses for the previous year. Retention of yearly logs is five (5) years. These, as with monthly logs, are to be maintained at each operating facility. Yearly logs are to be maintained in a five (5) year set of files entitled "OSHA 200 - (YEAR)."
 - F. When the five year accumulation of yearly logs is attained, the oldest year is to be destroyed as the most recent yearly log is received.
- 3. Title 8, Section 14304 mandates that a copy of "Employers Report of Occupational Injury or Illness" be maintained as supplemental information at each operating facility. Cal/OSHA will no longer allow Risk Management to be the custodian of these records. There, therefore, is no alternative to maintaining a copy of this report at individual operating facilities.
 - 4. Facility copies of the "Employers Report of Occupational Injury or Illness" are to be maintained in conjunction with previously mentioned OSHA 200 logs.
 - A. Throughout the year, copies of "Employers Report of Occupational Injury or Illness" are to be accumulated in monthly file folders appropriately titled with the month and year.
 - B. Monthly files will facilitate the auditing procedure indicated in Item 2-C, preceding.
 - C. At the end of each calendar year monthly files of "Employers Report of Occupational Injury or Illness" are to be combined into a yearly file and appropriately labeled.
 - D. Retention of "Employers Report of Occupational Injury or Illness" is five (5) years at each operating facility.
 - E. When the five (5) year retention level is attained, "Employers Report of Occupational Injury or Illness" contained in the oldest file year are to be destroyed as the most recent year is added.

If you have any questions, please call Steve Robles, Safety Officer at (909) 386-8623.

cc: Ronald B. Owens, Liability Supervisor

FHT:clb

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